

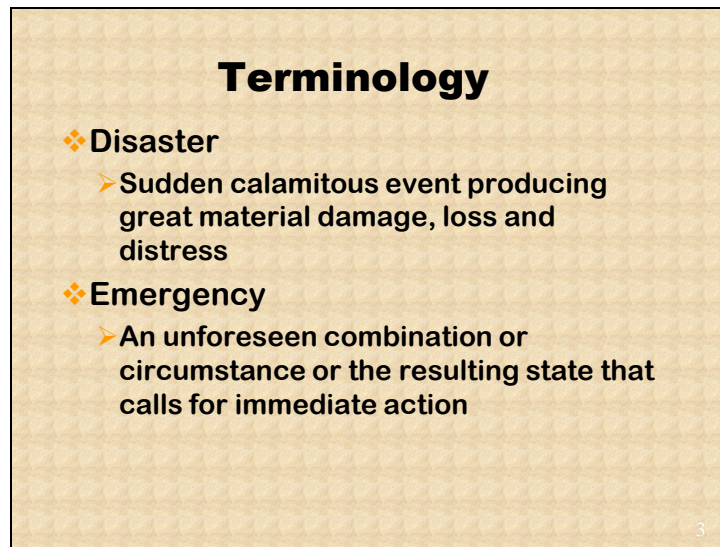
- Welcome to e-prep.
- Introduce self, Amigos
- Today we'll talk about how to safeguard your collections in case of an emergency
 - It's not a question of if. It's a question of when.
- Nationally, about 28% of cultural institutions have disaster plans (and some of those are just evacuation cards)
- Cultural institutions have a history of starting disaster plans
 - But we don't complete, maintain and share them with first responders (police, fire, hazmat, utilities, etc).
 - One major goal of this class is to make sure you understand the importance of sharing information with first responders
 - We need to understand their protocols, needs
 - They also need to know us.
 - Responding to a library fire is different than responding to a house fire or car accident
- It's also important to create local response alliances with neighboring institutions.
- You must set these alliances in place before you need them.
- Workshop is a safe space. Anything you say stays in the room.
- Class intros
- Go through packet

Emergency Preparedness, Response & Recovery:

- ❖ **Planning for, limiting and recovering from events that cause destruction to**
 - **People**
 - **Collections**
 - **Buildings**

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- It's important to remember that people are the first priority. Things are the second.
 - You have to verbalize this to first responders so they know you understand their priorities.
 - For the purposes of this class, we'll assume all of your people are safe.
- Planning is important because of the two rules of disasters
 - Disasters always happen on weekends or holidays
 - If not weekend or holiday, they happen when key staff are on vacation
- Because of this, you need to develop a team.

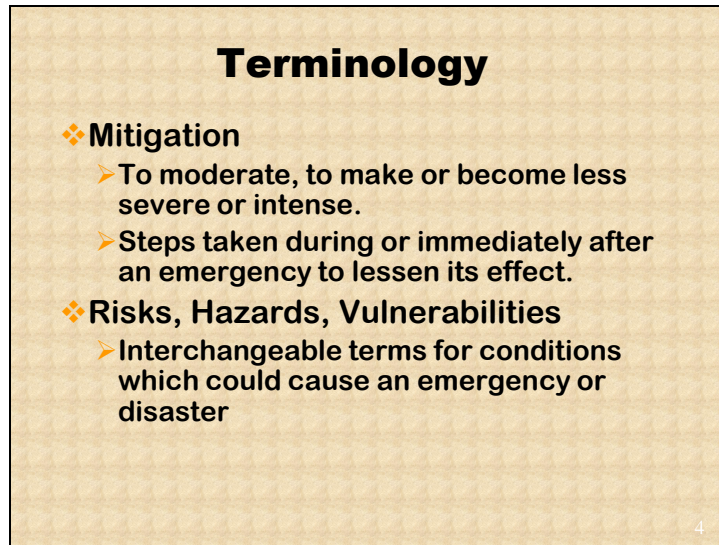


Terminology

- ❖ **Disaster**
 - Sudden calamitous event producing great material damage, loss and distress
- ❖ **Emergency**
 - An unforeseen combination or circumstance or the resulting state that calls for immediate action

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- Don't forget that disasters cause distress– they have great effects on humans
- Emergencies call for immediate action
 - This includes small mold outbreaks



Terminology

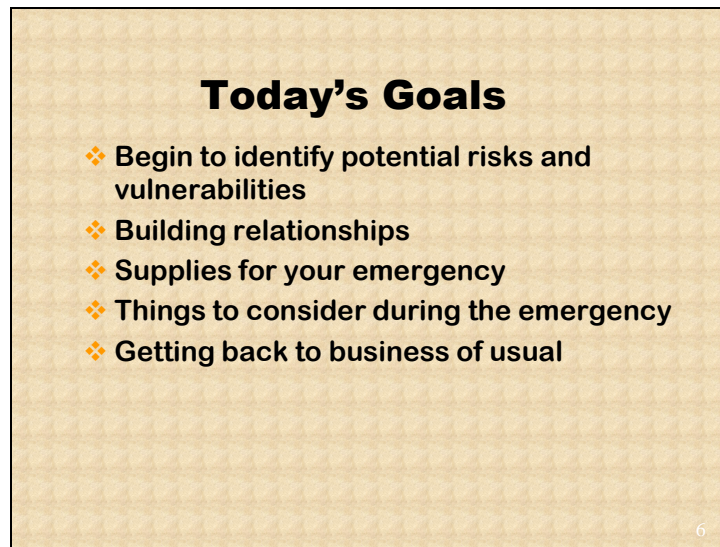
- ❖ **Mitigation**
 - To moderate, to make or become less severe or intense.
 - Steps taken during or immediately after an emergency to lessen its effect.
- ❖ **Risks, Hazards, Vulnerabilities**
 - Interchangeable terms for conditions which could cause an emergency or disaster

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- Mitigation also includes pre-risk mitigation
 - Planning, drills, supplies, contact with first responders



- Emergency preparedness is what preservation is about: Caring for and protecting your collections
- You safeguard your collections and the people who use and work with them
 - Just like you would take steps to safeguard your home and yourself
- You protect your investment of both time and money
- Disasters and emergencies are all too common facts of life for cultural institutions
 - Can be a huge disaster or something small
 - It is the rare librarian/archivist/curator who will make it through their career without experiencing damage or the threat of damage to their collections
- How well you are prepared to deal with damage can make the difference between recovery and loss.
- Ask how many have been involved in disasters

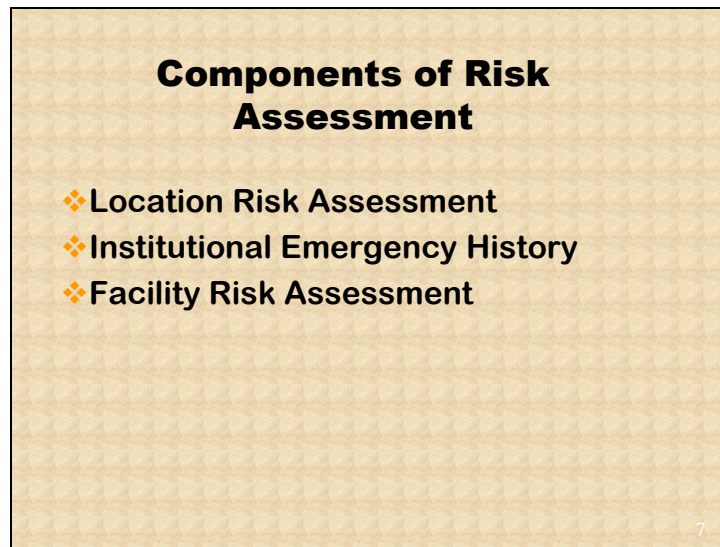


Today's Goals

- ❖ **Begin to identify potential risks and vulnerabilities**
- ❖ **Building relationships**
- ❖ **Supplies for your emergency**
- ❖ **Things to consider during the emergency**
- ❖ **Getting back to business of usual**

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- What today's class is intended to do is:
 - to introduce you to the elements of emergency preparedness
 - to make you familiar with the sources for becoming knowledgeable about disaster situations
 - and to immerse you in the first steps of the planning process.
- Emergency preparedness is a very broad area with many specific areas of knowledge needed. But preparedness is manageable.
 - My objective here today is not to throw at you “everything there is to know about disasters,”
 - Rather I'll try to familiarize you with the topic and to provide you with a start on the process.
 - It's important that when you return to your institution, that you keep you talking and thinking about these processes.
 - Key is to get you thinking, gathering information, assessing risks, and ultimately writing a plan.
- Keep in mind any plan is better than no plan.
- Begin with BASICS, you can add.



Components of Risk Assessment

- ❖ Location Risk Assessment
- ❖ Institutional Emergency History
- ❖ Facility Risk Assessment

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- To adequately understand the threats to your institution, you need to assess risks to your location and understand your building.
- This is also referred to as your institutional history
- We'll practice all of these in the next few minutes.

Risk Assessment: Location

Assess your institution's vulnerability to the following destructive forces on a scale of 1- 5:

- ❖ 5= Strong probability/Has Occurred
- ❖ 4=Slightly Probable
- ❖ 3=Possible
- ❖ 2=Remotely possible
- ❖ 1=Improbable

- Do geographic risk assessment exercise

Destructive Forces:

- ❖ Severe weather
- ❖ Tornado
- ❖ Flooding
- ❖ Hurricane
- ❖ Earthquake
- ❖ Fire
- ❖ Bomb Threat
- ❖ Terrorism
- ❖ Pest Invasion
- ❖ Vandalism
- ❖ Hazardous materials
- ❖ Chemical accidents
- ❖ Transportation Accidents

Risk Assessment: Facilities
Rate your institution for these common problems on the following scale:

- ❖ 5=Ongoing area of concern
- ❖ 4=Definite risk
- ❖ 3=Possible risk
- ❖ 2=Not a risk at this time
- ❖ 1=Not applicable

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- Take approximately 10 minutes to do facilities risk assessment exercise
- Discuss

Disasters:

- ❖ Leaky/damaged roof
- ❖ Clogged/damaged gutters
- ❖ Old plumbing/pipes
- ❖ Unmaintained heating system
- ❖ Faulty/Inadequate wiring
- ❖ Inadequate or no smoke/heat detectors
- ❖ Inadequate or no fire suppression



- Have class refer to facilities assessment handout
- Architecture
 - Roof – how old is it? What kind is it? When is it slated for repair? Lightning rod tested?
 - Windows/Skylights– Seals? Pest debris?
 - Basement– Is it below the water table? What’s stored there? Walk with a colleague and flashlights. What are you storing beneath pipes?
 - Compliance with local codes– Facilities manager will be your expert
 - Cracks, seepage– shows evidence of water damage
- Drainage
 - Particularly important with flat roofs. Make sure drains/gutters are clean, not clogged and functional
- Protection from Fire
 - Make sure all fire extinguishers are inspected and none missed
 - Appliance– check kitchen, etc. Is coffee maker unplugged? Is signage adequate? Are procedures being followed?
- Protection from Water
 - What kind of water detectors are there, if any? Who checks them? Water bugs useful in areas with history of water problems
 - All materials should be stored at least 4” off the ground. If shelving is unavailable, use pallets.
 - How do you get into areas where shut offs are located?
- HVAC System

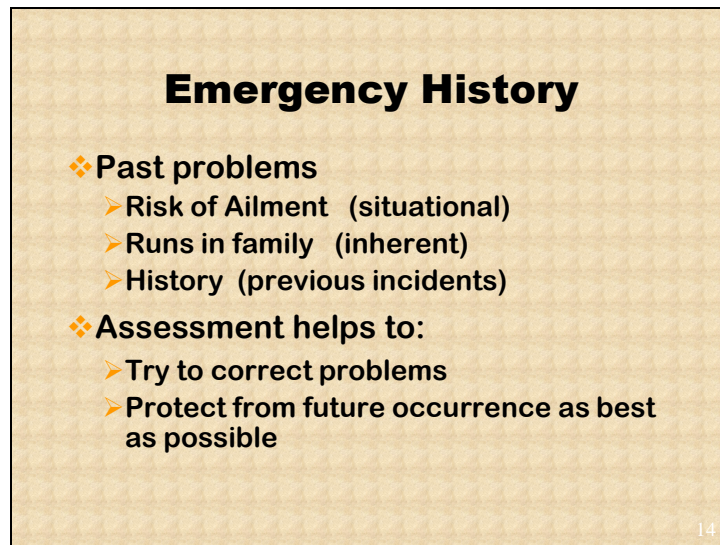
- What kind is it? Looped chilled and hot water systems are cheap to install and easy to maintain, so very common
- Visit mechanical room, air handlers, look at drip pans and coils
- Are ceiling ducts dirty?
- Is HVAC run 24 hours a day?
- Security
 - Closing procedures– what are they? Where are they posted? How is staff trained?
 - Building Exterior Lighting— Does it all work? Is it adequate?
 - Book Drops– Is there leak protection? Who empties it and what is the schedule? Is there something on the floor to cushion books as they're dropped in? Is it lockable?
 - Contact with security/police– Are numbers available at all phones? Have you initiated contact for walk through?
- Housekeeping
 - Safe storage of cleaning supplies– Is the cabinet or closet locked?
 - Pest management– Are you monitoring? Don't let problems go unresolved
 - Food and Drink Policy– no plants. Inspect kitchen, catering
 - Trash Removal– Is it happening daily and right after any food events?
- Construction
 - Debris removal– Is debris far from building? What is the schedule for removal?
Construction debris often houses rodents
- Insurance
 - Policy update– Is the policy current? Keep a copy in your disaster plan. What are claims procedures? You don't want to compromise your claim by not following them.
 - Coverages– Know what's covered by your policy
 - Back-up catalog– Don't forget to have technology disaster plan! What/when is back up? Is back up data stored off site? Do you have tech people on your disaster team?

Facilities Information

- ❖ Utilities
- ❖ Fire Suppression
- ❖ Water Detectors
- ❖ Keys
- ❖ Fire Extinguishers
- ❖ Smoke Detectors
- ❖ Radios
- ❖ First Aid Kits

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- Facilities information is often also shown on a floor plan
 - For floor plans, use different colors to designate locations of different equipment
- Utilities
 - Include locations and tools for all shut offs
 - You may not have all shut offs listed on the plan
- Fire Suppression
 - List by room or area
 - Identify all types that your building has
 - Current recommendations are dry pipe non deluge systems
 - Halon currently not being installed
- Water Detectors
 - Also list who is responsible for monitoring them
- Keys
 - The person with the keys is the person with the power
 - Know where a set of master keys is located
 - Probably with the facilities manager
 - Have a list of people with master or special keys
- Fire extinguishers
 - May not be useful on floor plan because you don't want it too hard to read
 - Or have separate floor plan for extinguishers
 - Note what type
- Smoke Detectors
 - Note anything about changing batteries
 - They're often changed in October (which is Fire Safety Month)
- Radios
 - Transistor radios with fresh batteries for news
 - Usually kept at receptionist/circulation desk (who will monitor)
 - You may want one with an Emergency Weather Band
 - Two way radios
 - To communicate with other team members in other areas
 - In case of widespread emergency, cell phones may not work
- First Aid Kits
 - Check them regularly for restocking needs
- P.A.
 - Do you have? If so, include instructions
- Civil Defense Shelter
 - Most places aren't doing this any more
 - But in some areas it's the library. Is it you? What does that entail?

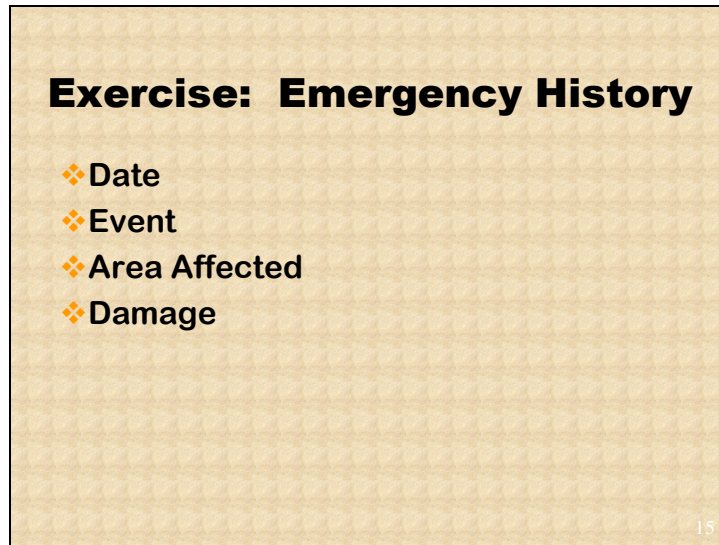
A rectangular box with a light beige background and a dark border. The title "Emergency History" is centered at the top in bold black font. Below it, there are two main sections: "Past problems" and "Assessment helps to:", each preceded by a diamond-shaped bullet point. Under "Past problems" are three right-pointing arrow bullets: "Risk of Ailment (situational)", "Runs in family (inherent)", and "History (previous incidents)". Under "Assessment helps to:" are two right-pointing arrow bullets: "Try to correct problems" and "Protect from future occurrence as best as possible". A small number "14" is in the bottom right corner of the box.

Emergency History

- ❖ **Past problems**
 - Risk of Ailment (situational)
 - Runs in family (inherent)
 - History (previous incidents)
- ❖ **Assessment helps to:**
 - Try to correct problems
 - Protect from future occurrence as best as possible

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- Once you've considered the location's risks, you should think about the history of your building
- Just like the doctor takes your medical history
- If you've had a problem in the past, it's likely that you'll have similar problems in the future
- If you assess them, you can work on correcting problems to avoid future occurrence
- Include the emergency history in your plan and update it after each new emergency



Exercise: Emergency History

- ❖ Date
- ❖ Event
- ❖ Area Affected
- ❖ Damage

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- Ask class to take two sheets on emergency history. Explain that white one is example of one you can include in your disaster plan.
- Take 10 minutes or so to think about disasters in your building and who you might talk with to get more information
- Discuss

Assessing your Collections

- ❖ **Current Conditions & Locations**
- ❖ **Inventories**
- ❖ **Insurance Coverage**
- ❖ **Ownership Issues**
- ❖ **Items on Loan**

Assessing People

- ❖ **Staff**
 - Family Obligations
 - Personal Reasons
 - Mental Stability
- ❖ **Volunteers**
- ❖ **Board of Directors**
- ❖ **Public**

Planning Process

- ❖ You can limit damage by being prepared
 - Establish authority
 - Establish planning team
 - Assess risks
 - Develop plan
 - Implement the plan
 - Practice

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- Talk through Checklist handout this slide
- Establish authority
 - If you're here you probably have authority
- Establish planning team
 - You need a team because disaster planning is a huge job (and is probably on top of your other responsibilities)
 - You also need multiple people who know the disaster procedures
 - Probably want people from several departments
 - Remember that backups for each team member are also necessary
- Assess risks
 - Think about your building and geographic location
- Develop plan
 - This includes gathering information, developing community liaisons, determining salvage priorities, and developing emergency procedures.
- Implement the plan
 - Includes sharing with others, educating staff
- Practice
 - Good idea to have disaster drills

Emergency Services

- ❖ First Responders
- ❖ Maintenance/Utilities
- ❖ Recovery Assistance
- ❖ Conservators/Specialists
- ❖ Freezers
- ❖ Disaster Recovery Service
- ❖ Insurance
- ❖ Other

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- These are the people you'll need to contact in the hours immediately after a disaster
- First responders
 - Usually city emergency services
 - Your security company
- Maintenance/Utilities
 - To fix leaks, etc.
- Recovery Assistance
 - You can always call Amigos
- Conservators/Specialists
 - Make contact now, before you need them
- Freezers
 - In an emergency you can use freezers to freeze materials to slow mold growth
 - Consider campus freezers (cafeteria, science labs)
 - Restaurants (may be closed during widespread emergency and willing to share space. May also have table space for salvage)
 - Home freezers can be used in a pinch, but not best solution because they cycle on and off, encouraging formation of ice crystals
- Disaster Recovery Service
 - Contact them before you need them
 - Having contracts in place will put you at the front of the line during widespread disasters
 - Attach the contract to your disaster plan
- Insurance
 - One of the first calls you'll want to make in an emergency is to your insurance company
 - Get their permission to enter building. They may want to come with you.
 - Include info on how to file a claim and a copy of your policy
- Other
 - You may want access to legal advice
 - Architect
 - Very useful to know location off site of a full set of as-builts

MEDICAL EMERGENCY!!!!

Your faithful retired volunteer Fred has just been discovered unconscious on the floor in the main exhibit area which is currently full of 5th Graders.

You send someone to call 911 and then you.....what?

Salvage Priorities

- ❖ A pre-planned list of salvage priorities is necessary in case of a disaster
- ❖ Determining priorities should be a cooperative effort
- ❖ Some items are legally mandated
- ❖ Consider value to institution
- ❖ Fragile media

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- In a disaster, you don't want to be making decisions emotionally
 - A pre-planned list of salvage priorities will help you make the right decisions
- Determining priorities is a challenge
 - It is often highly political
 - It forces you to consider your library's mission
 - It may take several meetings to determine priorities
- What items should be top priority?
 - Go through salvage handout
 - What is critical for ongoing operation
 - HR info
 - Payroll
 - **Shelf List**
 - What can be replaced?
 - Things that can be replaced should be low priority
 - Monetary/Research value
 - Fragile media should have high priority
 - Document your fragile materials in your plan and have make contacts with conservators

SALVAGE DILEMMA!!!

Zeus has smote your building.

**Flood Waters have receded and you
and one other co-worker have been
cleared to enter the building for 30
minutes.**

**What do you do
and/or
what do you get?**

Salvage Supplies

- ❖ Important to have before you need them
- ❖ Do not allow to become depleted
- ❖ Store in clean plastic trash can with lid duct-taped on
- ❖ Keep several cans in strategic areas of facility

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- It is important to stockpile salvage supplies before you need them
- They tend to disappear unless monitored closely
- If you store in clean plastic trash cans and duct tape the lids on, you'll know at a glance if your supplies have been raided
- Keep several cans so they're available whenever/wherever you need them
- We're going to discuss several kinds of supplies and equipment
 - You may not need all of them and may want to add others

Salvage Supplies

- ❖ Paper Towels – plain white for interleaving
- ❖ Freezer paper—wrapping
- ❖ Rubber gloves—handling yucky stuff!
- ❖ Plastic milk crates—holes in sides allow materials to dry out; allow easier freezing
- ❖ Mylar polyester sheets—used to separate wet paper
- ❖ Blank newsprint—alternative wrapping material

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- Paper towels
 - Plain white (no prints) for interleaving
- Freezer paper
 - For wrapping books for freezing
 - Can substitute waxed paper
- Rubber gloves
 - Keep your hands clean
 - Prevent transferring dirt between wet materials while you are working on them
- Pellon interfacing
 - Purchase by the yard at fabric stores
 - Used for interleaving large books
- Plastic milk crates
 - Preferred method to pack out books because the holes in the side allow excess water to escape and allow easier freezing
 - Develop relationship with local dairy
- Mylar sheets
 - Use to separate wet paper
- Blank newsprint
 - Can be used for wrapping
 - Becomes wet quickly
 - Less strong than freezer paper

Disaster Supplies: Strategies

- ❖ **Need for cooperation between institutions**
 - Cooperation amplifies purchasing power
- ❖ **Multiple sites for storing supplies**
- ❖ **Disaster Wheel from Heritage Preservation, Washington DC**
 - Available in English and Spanish

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- It can be expensive to purchase all of your disaster supplies, especially in limited quantities
- If you form cooperative buying agreements between institutions, you can purchase at bulk discounts
- You also have partners to borrow from in case of disaster
- Remember to store supplies at multiple areas of the building as well as off site
- Disaster wheels are important quick references
 - You have the order form in the envelope

Getting Back to Work

- ❖ Continuity of Operation planning (COOP)
- ❖ Business Impact
- ❖ Location
- ❖ Supplies
- ❖ Collections
- ❖ People

EVACUATION!!!

A dangerous infestation of man-eating squirrels has caused massive damage and the area has been evacuated.

The squirrels have retreated and half of your staff has said they will not return out of fear.

Meanwhile – your board of directors has issued a statement that you will be opening in a week.....

So – What Now?

- ❖ **Perform a Risk Analysis**
- ❖ **Perform a Business Impact Study**
- ❖ **Review Organizational Policies**
- ❖ **Draft Continuity & Disaster Recovery Plan**
- ❖ **Practice Your Plan & Procedures**
- ❖ **Audit your Plan Annually**

Remember to Plan, Plan, Plan

THANK YOU!!

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